



## **CITY OF NEWPORT, OREGON EXECUTIVE ASSISTANT**

The City of Newport, Oregon is accepting applications for a full-time, experienced, professional, and dedicated person for the position of Executive Assistant for the Fire Department. This is a full-time, non-exempt position with a salary range: \$3,047 – \$4,012/ per month. Placement in the salary range will be based on the knowledge, skills, experience, training, and education of the person hired.

This position will provide executive level confidential administrative assistance to the Fire Chief and Assistant Fire Chief in areas of correspondence, reports, record keeping, and meetings. Maintain confidential records, work with Human Resources on the coordination of criminal background checks on volunteers and employees. Assist Human Resources in the hiring process for department positions. Process department paperwork regarding employees, volunteers, and equipment.

### **JOB QUALIFICATION REQUIREMENTS:**

#### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A high school diploma or equivalency, and five years of related experience with technical or college level course work completed, or the equivalent combination of education and experience.

**KNOWLEDGE:** Knowledge of business and administrative principles, general municipal services and operation, business English, word processing, spreadsheet and other computer applications.

**SKILLS:** Skill in the use of personal computers, various related software programs including Microsoft Office 2013 (Excel and Word), and standard office equipment, City accounting program, Fire Department specific programs. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; competence in Business English, spelling, and punctuation. Strong reasoning, math, and problem solving skills, combined with excellent judgment and professionalism.

**ABILITIES:** Ability to establish and maintain an effective and professional working relationship with City management, employees, volunteers, Council members, other entities, and the general public. Ability to maintain records and logs, communicate effectively and professionally, both orally and in writing, with individuals and groups and to learn, apply and explain in detail tasks related to this position and the City's policies and procedures, maintain organization of all documents and files. Ability to communicate ideas and material in a simple, understandable manner; Ability to rapidly learn new software programs. Ability to change direction quickly, able to work independently with very little or no supervision. Ability to effectively function in an intense work environment with numerous interruptions, deadlines, and conflicting demands; Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

### **DESIRABLE QUALIFICATIONS:**

First Aid/CPR Certification  
ICS-100, 200, 700 and 800  
Notary Public

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and occasionally lift or move materials up to sixty pounds. Manual dexterity and coordination are required more than 60% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

### **WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where work period is generally in a noisy, busy environment. Noise consists of fire engine or other apparatus horns or noise, station fire alarms, dispatch radio, and mobile radios.

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). **The position will be open until 5:00pm July 3, 2017.**

The City of Newport is an Equal Employment Opportunity employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, pre-employment drug and alcohol testing.